

## Table of Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>SOURCES OF FUNDING AND AMOUNT AVAILABLE.....</b>	<b>3</b>
<b>ELIGIBILITY.....</b>	<b>4</b>
CONTINUATION FUNDING FOR EXISTING PROGRAMS .....	4
NEW STATEWIDE VICTIM ASSISTANCE PROGRAMS.....	5
NEW PART-TIME LOCAL VICTIM/WITNESS PROGRAMS .....	5
<b>GRANT WRITING TRAINING.....</b>	<b>5</b>
<b>MATCH.....</b>	<b>6</b>
<b>DEADLINE .....</b>	<b>6</b>
<b>STAFFING LIMITS .....</b>	<b>6</b>
<b>GRANT LIMITS OF LOCAL VICTIM/WITNESS PROGRAMS.....</b>	<b>6</b>
<b>GRANT LIMITS OF STATEWIDE VICTIM ASSISTANCE PROGRAMS .....</b>	<b>6</b>
<b>FISCAL YEAR 2005 AND 2006 SALARIES.....</b>	<b>6</b>
<b>GRANT PERIOD .....</b>	<b>6</b>
<b>PROGRAM REQUIREMENTS .....</b>	<b>7</b>
<b>EVALUATION AND REPORTING .....</b>	<b>7</b>
FY2005 PROJECT PROGRESS REPORT AND FINANCIAL REPORT DUE DATES .....	7
FINANCIAL REPORTING .....	7
CIMS.....	8
<b>ALLOWABLE COSTS.....</b>	<b>8</b>
<b>UNALLOWABLE COSTS .....</b>	<b>8</b>
<b>REVIEW PROCESS .....</b>	<b>8</b>
<b>SUMMARY INSTRUCTIONS FOR APPLICANTS REQUESTING <u>CONTINUATION GRANTS</u>.....</b>	<b>9</b>
<b>DETAILED INSTRUCTIONS FOR COMPLETING THE STANDARD APPLICATION .....</b>	<b>10</b>
<b>I. COMPLETING THE BUDGET FORM (ATTACHMENT 8) .....</b>	<b>10</b>
Section A. Project Budget Summary:.....	11
Section B. Budget Category Itemization .....	11
<b>II. INSTRUCTIONS FOR COMPLETING THE BUDGET NARRATIVE .....</b>	<b>12</b>
Personnel.....	12
Consultants .....	13
Travel.....	13
Equipment.....	15
Supplies and Other Operating Expenses .....	15
Indirect Costs.....	16
Cash Funds From Sources Other Than Grant Program Supporting This Project.....	16

<b>ADDITIONAL DOCUMENTATION ADDRESSING PROGRAM PERFORMANCE.....</b>	<b>16</b>
<b>ATTACHMENTS.....</b>	<b>17</b>
1. <i>Salary Chart and Policies.....</i>	<i>17</i>
2. <i>Victim/Witness Program Goals and Objectives.....</i>	<i>17</i>
3. <i>Annual Targets for Victim/Witness Program Service Objectives (Victims).....</i>	<i>17</i>
4. <i>Annual Targets for Victim/Witness Program Service Objectives (Witnesses).....</i>	<i>17</i>
5. <i>Cooperative Agreements.....</i>	<i>17</i>
6. <i>Confidentiality Policy.....</i>	<i>17</i>
7. <i>VOCA Guidelines .....</i>	<i>17</i>
8. <i>2005 and 2006 Grant Application Cover Pages.....</i>	<i>17</i>
9. <i>“General Grant Condition Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” Forms .....</i>	<i>17</i>
10. <i>Grant Checklist.....</i>	<i>17</i>

# **Victim/Witness Grant Program Fiscal Year 2005 and 2006 Program Guidelines and Application Procedures**

## **Introduction**

In accordance with §§9.1-104, 19.2-11.1, and 19.2-11.3 of the Code of Virginia, the Department of Criminal Justice Services (DCJS) is disseminating these Program Guidelines to continue grant funded local victim/witness programs, to establish new victim/witness programs, and to continue statewide programs which are designed to provide direct services, information, and assistance required by Virginia's Crime Victim and Witness Rights Act (the Act; see 1995, c. 687) and other victims' rights laws.

The FY2005/FY2006 guidelines were developed for grantees who wish to apply for funds for the period July 1, 2004-June 30, 2006. Please note that this is a **two-year funding cycle**.

These Program Guidelines provide detailed guidance to aid applicants in determining eligibility, developing the itemized budget and budget narrative, and completing other related forms, including service delivery targets. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

These guidelines can be found on the Internet at [www.dcjs.org/victims/](http://www.dcjs.org/victims/)

## **Sources of Funding and Amount Available**

This grant program is supported in part by the "Virginia Victim/Witness Fund" (see § 19.2-11.3, Code of Virginia). Federal Victims of Crime Act (VOCA) funds also support this grant program (see Publ. 98-473, as amended).

It is anticipated that federal and state funds available for expenditures during the period July 1, 2004 through June 30, 2005 (FY2005) will be sufficient to adequately support funding priorities outlined in these guidelines.

The amount available for expenditures during the period July 1, 2005 through June 30, 2006 (FY2006) is dependent upon factors including deposits into, and expenditures from, the Virginia Victim/Witness Fund and the amount of federal Victims of Crime Act (VOCA) funds awarded to the Commonwealth.

In the event of a significant increase or decrease in the amount of funds available in FY2006, DCJS will notify all grantees and provide them with instructions regarding amendments to FY2006 awards.

Annual deposits to the Virginia Victim/Witness Fund and federal VOCA awards have remained relatively stable or decreased slightly over the past few years. Costs associated with grant funded programs have continued to increase, in order to support modest salary raises and essential equipment needs, etc. In an effort to contain costs

and ensure long term sustainability of grant funded programs, applicants seeking continuation funding are strongly encouraged to request funding at or below their FY2004 award level in FY2005, and to limit total grant budget increases in FY2006 to reflect an anticipated salary increase and only unavoidable increases in benefit or operating costs.

DCJS anticipates that personnel expenditures may increase in FY2005 and FY2006 due to factors including the following:

- The cost to continue, throughout FY2005, salary rates that were increased, effective 12/1/03.
- The increase in the cost of fringe benefits.
- The costs associated with grant funded salary increases that may be awarded in this funding cycle.

To the maximum extent possible, applicants are strongly encouraged to offset personnel increases with reductions in other budget categories.

Only those costs directly related and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and well justified.

## **Eligibility**

The grant program to support local victim/witness programs is open to local units of government. Local units of government may subcontract with private, non-profit service providers.

The grant program to support statewide continuation victim assistance programs is open to only the Office of the Attorney General, the Department of Criminal Justice Services, and the Department of Corrections. Due to recent legislative changes, the Virginia Parole Board is eligible to apply for funding in this grant cycle. Grant funds may only support provision of information and assistance specifically required by the Crime Victim and Witness Rights Act and other victims' rights laws.

Each local unit of government may submit only one application to support a local victim/witness program serving a single locality. Localities may submit joint applications to support regional victim/witness programs serving multiple localities. Each eligible state agency seeking funding to support statewide victim assistance programs may submit only one application.

The following categories of applicants are eligible to apply for grant funding in FY 2005 and 2006.

### **Continuation Funding for Existing Programs**

All currently grant funded local victim/witness programs and statewide victim assistance programs are eligible to apply for continuation funding, given

satisfactory program performance. Grant funds cannot be used to support new staff positions during this funding cycle.

### **New Statewide Victim Assistance Programs**

**The Virginia Parole Board** is eligible to apply for up to one full-time employee.

### **New Part-Time Local Victim/Witness Programs**

**Buckingham and Nottoway Counties** are eligible to apply for part-time programs.

All eligible applicants are encouraged to contact Victims Services Section staff, should they have questions or need additional information and assistance in preparing applications. Applicants in localities eligible for new programs are especially encouraged to contact section staff for technical assistance and information. Please direct your inquiries to the following staff.

<b>Staff Member</b>	<b>Contact Information</b>	<b>Type of Application</b>
Wendy Lohr Hopp, Analyst	(804) 371-8634 whopp@dcjs.state.va.us	New and Continuation
Nikole Lewis, Analyst	(804) 786-5367 nlewis@dcjs.state.va.us	New and Continuation
Becky Sirles, Analyst	(804) 786-1980 bsirles@dcjs.state.va.us	Continuation
Carla Wagstaff, Analyst	(804) 225-3453 cwagstaff@dcjs.state.va.us	Continuation
John Mahoney, Assistant Section Chief	(804) 786-8008 jmahoney@dcjs.state.va.us	New and Continuation

Applicants in localities eligible for new part-time programs are encouraged to coordinate with neighboring jurisdictions to design regional victim/witness programs and prepare joint applications, if this approach is appropriate and cost effective.

Eligible localities choosing to submit applications requesting part-time staff to serve individual localities must document the cost effectiveness of the proposed approach and explain why a regional approach was not chosen.

### **Grant Writing Training**

DCJS will conduct a Grant Renewal and Program Management Training for current Victim/Witness and Statewide Victim Assistance Program staff from Wednesday, March 17, 2004 through Friday, March 19, 2004. The training will be held in Williamsburg, at the Hospitality House Hotel, located at 415 Richmond Road, Williamsburg, Virginia 23185. Program staff should already have received, by mail, a memorandum providing additional information and a registration form. The memorandum and registration information can also be found at [www.dcjs.org/victims/](http://www.dcjs.org/victims/)

Applicants eligible for new programs are encouraged to contact section staff listed above for technical assistance and information.

## **Match**

No local cash or in-kind matching funds are required.

## **Deadline**

Applications (1 original plus 4 copies) must be **received** before 4:30 p.m. on **April 16, 2004**. Applications must be delivered to the attention of Ms. Janice Waddy, Grants Administrator, DCJS, 805 East Broad Street, 10th Floor, Richmond, Virginia 23219. FAX copies will not be accepted.

## **Staffing Limits**

### Continuation Applicants:

Grant funds may be requested to continue currently grant-funded positions. No new positions will be supported with grant funds during this funding cycle.

### New Applicants:

**The maximum grant funded staffing level for each new stand-alone local program is .5 FTE.**

**The maximum grant funded staffing level for each new statewide program is 1.0 FTE.**

## **Grant Limits of Local Victim/Witness Programs**

In no case will the annual grant award for a local victim/witness program exceed \$375,000.

## **Grant Limits of Statewide Victim Assistance Programs**

The annual grant award for statewide victim assistance programs may not exceed \$160,000.

## **Fiscal Year 2005 and 2006 Salaries**

In accordance with established policy, DCJS will seek to support salary increases of the same average size and at the same time as increases provided to the state workforce.

This policy is consistent with the recommendations of the Victim/Witness Funding Workgroup, convened by the former Secretary of Public Safety.

At this time it is unclear whether, and when, the state workforce will receive salary adjustments. The General Assembly is currently scheduled to adjourn on Saturday March 13, 2004. It is anticipated that the size and timing of salary increases will be clear after General Assembly adjournment. DCJS will post, at [www.dcjs.org/victims/](http://www.dcjs.org/victims/), a salary chart and further guidance on this issue, as soon as it becomes available.

## **Grant Period**

Grants to support local victim/witness programs and statewide victim assistance programs are for the twenty-four month period July 1, 2004 through June 30, 2006

(FY2005 and FY2006) and can be renewed, given satisfactory performance and the availability of sufficient funds. Separate budgets, budget narratives, and cover sheets are required for each grant year.

## Program Requirements

DCJS requires grant funded local victim/witness programs to provide comprehensive information and assistance addressing victims' rights established by the Crime Victim and Witness Rights Act.

Grants to support statewide victim assistance programs must focus on delivery of a specific service or a more limited range of services required by the Act and other victims' rights laws. Funded programs in this category must meet all other grant requirements described in the Program Guidelines.

All applicants must certify on Attachment 4 that grant funds will enhance or expand direct services to crime victims and witnesses and will not be used to supplant state and local funds that would otherwise be available for crime victim and witness services.

All applicants must also submit completed and signed copies of Attachment 9 - "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

## Evaluation and Reporting

All grant-supported programs are required to complete and submit a Project Progress Report and a Financial Report by the 12th working day after the close of each quarter. On-site monitoring visits of grant programs will be conducted, as DCJS staff resources permit.

### FY2005 Project Progress Report and Financial Report Due Dates

First Quarter	October 19, 2004
Second Quarter	January 21, 2005
Third Quarter	April 18, 2005
Fourth Quarter	July 19, 2005

In accordance with a Criminal Justice Services Board directive, applicable to all DCJS grant programs, **no current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision.

## Financial Reporting

The Grants Administration Section of DCJS has developed the Grants Management Online Information System to coordinate financial reporting. Quarterly financial reports and requests for funds must be completed on-line. Additional information about the on-line reporting system can be found at [www.dcjs.org/onlineServices/](http://www.dcjs.org/onlineServices/).

## **CIMS**

The Victims Services Section of DCJS has developed a Client Information Management System (CIMS) software package to capture required data elements. This software will be provided to grantees free of charge. Grantees are required to use the CIMS system and may be required to submit progress reports electronically. DCJS also provides training for CIMS users.

## **Allowable Costs**

Only those costs directly related and essential to providing direct services to crime victims can be charged to the grant. Please see Attachment 7 (VOCA Guidelines, p.p. 7-10, Section E. Services, Activities, and Costs at the Subrecipient Level, subsections 1 and 2).

## **Unallowable Costs**

For guidance regarding services, activities, and costs which cannot be supported with victim assistance grant funds, please see Attachment 7 (VOCA Guidelines, p.p. 10-11, Section E. Services, Activities, and Costs at the Subrecipient Level, subsection 3).

In accordance with federal grant guidelines, grant funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency. For example, costs, including staff time, associated with the preparation of subpoenas and other prosecution-focused activities cannot be supported with grant funds. Such expenses are considered part of the criminal justice agency's responsibility and cannot be supported with victim assistance grant funds.

## **Review Process**

Applications will be reviewed on both the quality of the proposal and program performance.

Victims Services, Grants Administration, and non DCJS staff will review all applications and make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). If an applicant's request is recommended for a reductions of 20% or more (of allowable requests), then the applicant will be notified in writing of the opportunity to prepare a written appeal to the subcommittee. The subcommittee will meet to evaluate reviewer recommendations and any 20% reduction appeals. The subcommittee will make final recommendations for consideration by the full CJSB, at the Board's June 10, 2004 meeting.

If the subcommittee recommends for substantive reasons that an applicant **not** be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. The Grants Administration Section will notify any applicants eligible for appeal. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards will be issued in late June, 2004 based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.



## Summary Instructions for Applicants Requesting Continuation Grants

Continuation grant applications should contain:

1. Page 1 of the DCJS Grant Application, completed and signed, **for each fiscal year**. (See Attachment 8)
2. A project budget and a budget narrative for the period July 1, 2004 through June 30, 2005, **and** a project budget and a budget narrative for the period July 1, 2005 through June 30, 2006. (See Instructions for Completing the Budget Narrative beginning on page 11)
3. Past program performance is an important factor which will be considered when evaluating grant applicants. Grant programs reporting below average service delivery statistics are encouraged to submit information addressing program performance, as an attachment to the grant application. **Please see page 15 for additional information.**
4. Annual victim and witness service targets for FY2005 **and** FY2006, required program development objectives, and other required certifications for the continuation grant period. These may be provided by completing Attachments 3 and 4 of the Program Guidelines for **each fiscal year**.
5. If there have been any staff changes in the program since the FY2003/FY2004 grant cycle, provide an organizational chart which demonstrates staff position and chain of command within the organization.
6. Copies of any new or revised written cooperative agreements with criminal justice agencies, local courts, and other agencies providing victim services which are not already on file at DCJS. Please **provide a listing of all cooperative agreements**, which identifies parties to each agreement, effective dates and review dates. (See Attachment 5).
7. Completed and signed copies of the "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" (see Attachment 9).

## Detailed Instructions for Completing the Standard Application

### New Applicants

Only applicants requesting DCJS grant funding for the first time must file a Project Description in addition to the standard application. Please contact section staff for more information and assistance in preparing a complete application. Staff contact information can be found on page 4.

### All Applicants

#### **I. Completing the Budget Form (Attachment 8)**

Excel spreadsheet versions of the budget form are available at [www.dcjs.org/victims/](http://www.dcjs.org/victims/)

**Grant Program:** Indicate by checking “V/W” or “Statewide Victim Assistance,” as appropriate.

**Applicant:** Official name of locality or state agency applying for the grant.

**Jurisdiction(s):** List all localities to be served or, if appropriate, indicate “statewide.”

**Program Title:** Indicate “Victim/Witness” or “Statewide Victim Assistance” here.

**Grant Period:** Each application must be for a 12-month period. (One budget should be for July 1, 2004 through June 30, 2005 (FY2005) and another for July 1, 2005 through June 30, 2006 (FY2006)).

**Type of Application:** Check the appropriate blank (“New” or “Continuation”). If you are completing a “Continuation” application please indicate the current grant number.

**Program Sponsor:** List the title and name of the program sponsor.

**Project Director:** List the person at the project or local level whom DCJS can contact if further information is needed.

**Project Administrator:** List the person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application. This must be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than the manager, chief elected officer or state agency head has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

**Finance Director:** List the individual who will be responsible for fiscal management of the funds.

NOTE: It is very important to provide email, fax and phone numbers for each person above.

**Brief Project Description:** Provide a short description of the project. The description **must include an estimate of the total number of direct service victims and direct service witnesses** to receive program services during each year of the grant period. The description must include the total numbers of direct service victims and direct service witnesses served between July 1, 2003 and March 31, 2004. Please also estimate the number of volunteer hours to be worked by program volunteers in each grant period. The use of volunteers is required by VOCA, and an estimate of the number of volunteer hours to be worked is also a federal requirement.

Examples of brief project descriptions for each fiscal year are presented below.

**Brief Project Summary-first page of FY2005 application**

The XYZ victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During July 1, 2004 through June 30, 2005 (FY2005), it is estimated that **250 victims** and **30 witnesses** will receive direct services through this program. For the period July 1, 2003 through March 31, 2004, the program provided direct services to **188 victims** and **20 witnesses**. We anticipate **80** volunteer hours to be provided in FY2005.

**Brief Project Summary-first page of FY2006 application**

The XYZ victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During July 1, 2005 through June 30, 2006 (FY2006), it is estimated that **250 victims** and **30 witnesses** will receive direct services through this program. We anticipate **80** volunteer hours to be provided in FY2006.

**Section A. Project Budget Summary:**

Provide total figures from budget categories. Verify that these figures match the budget totals on the budget category itemization pages for the appropriate fiscal year. At the bottom of the summary page for each fiscal year budget, provide the **grand** total for the fiscal year. Round all figures to the nearest dollar.

**Section B. Budget Category Itemization**

Itemize all budget amounts and place in appropriate column for each line item. Complete an itemized budget for each fiscal year. Each item should reflect expenditures for a twelve-month grant period. Round figures to the nearest dollar. Applicants should break down each line-item requested according to budget column headings: 80% Federal, 20% State, and Total.

## II. Instructions for Completing the Budget Narrative

Please complete a separate budget narrative for each fiscal year.

**All applicants must briefly explain the reasons for each requested budget item and how requested amounts were determined.** Requested items not thoroughly justified will not be approved for funding.

Applicants seeking continuation funding are strongly encouraged to request funding at, or below their FY2004 award level in FY2005, and to limit total grant budget increases in FY2006 to reflect an anticipated salary increase and only unavoidable increases in benefit and operating costs.

To the maximum extent possible, applicants are strongly encouraged to offset any personnel increases with reductions in other budget categories.

Only those costs directly related and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and well justified.

### Personnel

- List each position by title and name of employee. Show the annual salary rate for the employee and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually. (Victim/Witness program applicants should see Attachment 1 for additional salary and staffing guidance).
- Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Grant funds can support reasonable benefit expenses, not covered by other funding sources. Generally, benefit packages equivalent to those offered to locally funded similar positions, can be supported with grant funds. However, benefit costs as a percentage of grant funded salary must be reasonable and, absent compelling justification, cannot exceed the percentage allowed for locally funded positions.

**An example** of a budget narrative relating to personnel related costs is presented below.

Carol Smith                      Director                      Step 1

Carol is the Director of the XYZ Victim/Witness Grant Program. She is a full-time employee working 2080 hours per year. The following salary is based on DCJS attachment 1 and is consistent with FY2004 funding levels. All benefits levels are consistent with the FY2004 grant approved costs, except health and dental insurance premiums that increased 20%. Mr. Bill Jones, Director of Human Resources, provided these figures in XYZ County on April 1, 2004.

Salary	\$32,653
Fringe	
FICA (6.2%)	\$2,024
Medicare (1.45%)	\$473
Retirement (7.5%)	\$2,449
Life Insurance (.98%)	\$320
Health Insurance	\$4,637
Dental Insurance	\$175
Worker's Comp (.12%)	\$39
Fringe Benefit Total	\$10,117
Total Personnel	42,770

### **Consultants**

Consultant fees will not be supported with grant funds in FY2005 and FY2006.

### **Travel**

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence. Please clearly explain the basis for all calculations.

Justify travel by explaining why costs are necessary and essential to providing direct services to victims or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. Additionally, applicants must document that grant funds will cover only travel costs of the project's direct service providers.

A detailed and itemized description of all training conference expenses and a detailed justification for expenses, addressing cost effectiveness and appropriateness of the proposed expenditures, are required.

The number of staff attending each event and the total number of training events for which grant support is requested must be reasonable and cost effective.

Lodging and meal expenses associated with requested training events should be itemized under "Subsistence." Registration fee expenses should be detailed in the "Supplies and Other Expenses" category. Note: The registration fees associated with the DCJS sponsored training events described below will include all mentioned meals and training materials and should result in reduced subsistence requests.

**An example** of one locality's itemized budget narrative relating to training travel costs is presented below. Please follow your local travel regulations.

Program Management Training (3 days) Richmond, VA  
 March 2005 (Registration of \$200 is listed under Supplies and Other)  
 Attendees: Carol Smith, Director  
               George Mills, Assistant Director

Lodging:	2 nights @ \$77/night =	\$154 x 2 people =	\$308
Meals:	3 Dinners @ \$20/night=	\$60 x 2 people =	\$120
Mileage:	140 miles @ .325/mile=		\$46
Total for event:	\$474		

Due to funding constraints, DCJS anticipates that approval of requests to support attendance at out of state/national training conferences will be **extremely limited**.

Applicants seeking grant funds to support out of state/national training conference costs must fully document that requested skill building training is essential to program operations, that such training is unavailable in-state, and that requested expenses are reasonable and cost effective. If approved, in no case will awards to support such travel and registration costs exceed \$1,500 per program.

Applicants are encouraged to request grant funds to support attendance at the DCJS sponsored victim assistance training events below, as appropriate. Applicants may also request grant funds to attend other in-state training events.

### **FY2005/FY2006**

#### **Basic Program Management Training (3 days)**

Basic Program Management will be conducted for victim/witness program staff. This training focuses on financial and program management. The following meals will be provided: Day 1 lunch, Days 2 and 3 breakfast/lunch.

Intended audience: New staff/directors

Location: Richmond, VA

Dates: December 1-3, 2004 and December 2005

Cost: \$100 registration fee

#### **Program Management Training (3 days)**

Program Management Training focuses on grant renewal, advanced topic issues and current victim trends. The following meals will be provided: Day 1 lunch, Days 2 and 3 breakfast/lunch.

Intended audience: All staff/directors

Location: Richmond, VA

Dates: March 9 -11, 2005 and March 2006

Cost: \$100 registration fee

#### **Victims' Rights Week Workshop/Luncheon (1 day)**

This commemoration is co-sponsored with the Virginia Network for Victims and Witnesses of Crime, Inc. Lunch will be provided.

Intended audience: All staff/directors/volunteers

Location: Richmond, VA

Dates: April, 2005 and April 2006

Cost: \$30 registration fee

## **Equipment**

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will enhance direct services to crime victims. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, grant funds can support a pro-rated share of such an item.

Any equipment requests must include a written estimate of cost and local contract guidelines, if necessary.

All computers purchased with DCJS funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per workstation and to discuss computer hardware and software needs with Darwin Webb of DCJS' Victims Services Section at (804) 225-4576.

## **Supplies and Other Operating Expenses**

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, when supported by usage logs, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

Show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone -- long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (e.g. the photocopying cost estimate was determined based on factors including X crime and Y court caseload statistics generating Z anticipated number of copies.)

DCJS will scrutinize office space rental requests. Applicants not currently approved for such expenditures will not be awarded funds to pay office space rental expenses. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds. Grantees currently receiving DCJS funds for office space rental expenses are strongly encouraged to decrease their requests by 10% each fiscal year.

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual.

DCJS will also carefully examine equipment maintenance requests, especially costs related to computer maintenance, network access, and the provision of technical support. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. DCJS will not award funds in excess of the amount approved in FY2004 for these types of expenditures, unless an applicant can demonstrate compelling reasons for such funding. Applicants should describe efforts to secure non-grant funds to support such expenses.

**An example** of a budget itemization relating to training registration fees is presented below.

Program Management Training (3 days) Richmond, VA  
March 2005

Attendees: Carol Smith, Director  
George Mills, Assistant Director

Registration: \$200

Basic Program Management Training (3 days) Richmond, VA  
December 2004

Attendees: George Mills, Assistant Director

Registration: \$100

Total Registration Fees requested: \$300

### **Indirect Costs**

No costs are allowed in this category.

### **Cash Funds From Sources Other Than Grant Program Supporting This Project**

Applicants may list source and amount of cash from the other sources that support this project.

### **Additional Documentation Addressing Program Performance**

Grant reviewers will consider previous program performance while reviewing FY2005-2006 funding requests.

Available CIMS data indicates that **full-time** grant funded programs serve an average of **250 direct service** victims per staff member. **Part-time** grant funded programs serve an average of **110 direct service** victims per staff member. This data also indicates that the range of direct service victims served per staff member varies significantly.

If your program served less than the average per staff caseload, according to reported FY2003 CIMS data, we encourage you to further describe program performance for consideration by the grant reviewers. You may wish to address the following questions and issues. Please limit your response to two pages or less.

1. Do FY2003 statistics accurately reflect the number of direct service victims served by your grant-funded program staff? If not, why?
2. Describe current program outreach efforts, coordination with other criminal justice professionals, and core services provided.
3. What steps have been taken, or will be taken, to ensure accurate and complete reporting?
4. What steps have been taken, or will be taken, to expand program outreach efforts, improve service accessibility, and increase the number of victims served?
5. What additional factors, if any, should be considered by grant reviewers when evaluating the performance and cost effectiveness of your program?



## **Attachments**

**1. Salary Chart and Policies**

(Not included as of 3/10/2004; will be added after General Assembly issues a state budget.)

**2. Victim/Witness Program Goals and Objectives**

**3. Annual Targets for Victim/Witness Program Service Objectives (Victims)**

**4. Annual Targets for Victim/Witness Program Service Objectives (Witnesses)**

**5. Cooperative Agreements**

**6. Confidentiality Policy**

**7. VOCA Guidelines**

**8. 2005 and 2006 Grant Application Cover Pages**

**9. “General Grant Condition Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” Forms**

**10. Grant Checklist**

0506programguidelines.doc